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ABSTRACT

The development of each area of Georgia's long range plan required the identification of present and projected needs, the definition of objectives and action plans to meet those needs, establishment of periodic evaluation procedures, dissemination of information, coordination with all types of libraries and their programs, allocations of funds for services and construction, and interlibrary cooperation. The Delphi Technique of Forecasting the direction libraries will take in the next 10 years was used by the state agency in determining the goals and objectives for the program. A brief review of the current activities in the state's academic and school libraries, the state Division of Public Library Services (DPLS), and the Georgia Library Information Network (GLIN) provide a background for the statement of needs and of goals and specific objectives projected through 1982. Criteria for project management and library construction programs are outlined. Appendixes include state library organization charts. (SL)

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LONG RANGE PROGRAM

For Georgia Public Libraries

Georgia Department of Education
Division of Public Library Services
Room 102, Education Annex
156 Trinity Ave., S.W.
Atlanta, Georgia 30334
Jack P. Nix, State Superintendent of Schools
1974

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FOREWORD

Public libraries are an integral part of the Georgia Department of Education. They help provide the materials needed for the education of Georgia's citizens before, during and after their formal education.

The Georgia Department of Education's Division of Public Library Services is indebted to the USOE Bureau of Libraries and Educational Technology (BLET) for providing the *Institute on 1971-72 Statewide Library Planning and Evaluation* of Ohio State University. It was invaluable in the preparation of the *Long Range Program for Georgia Libraries.*

Contributing a great deal to the program were the directors of the Georgia library systems and their staffs, the Advisory Council on Libraries, the staff of the division and the USOE regional library services program officer. Also helpful were industrialists, communications experts, other librarians and citizens.

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PURPOSE AND PROCEDURES OF THE LONG RANGE LIBRARY PROGRAM

The long range program is designed to set out goals for developing public library services to reach out to every segment of society. To do this the goals must be realistic, and methods of measurement should be built in to gauge whether the goals are actually being reached.

Federal law specifies a long range program must provide for

- Establishing, extending and improving services in areas with inadequate or no service
- Strengthening the state library administrative agency
- Promoting interlibrary cooperation among all types of libraries
- Establishing, extending and improving services for both urban and rural disadvantaged persons
- Extending and improving services to the handicapped, particularly the blind or visually handicapped
- Expanding services to the state institutionalized
- Constructing of public libraries

Proposed Planning Activities

In fulfilling the purposes the long range program will undertake

- To provide goals and measureable objectives for the development of Georgia library programs with a systematic evaluation of these goals and objectives at the end of each year
- To make available a publication of this program for Georgia librarians, trustees and users
- To include in the planning and evaluation procedure, and the long range goals and objectives, plans to reach all levels of society and individual comprehension
- To provide for the accreditation of public library systems according to standards approved by the Georgia Department of Education and the Georgia Library Association

Built into the program is an annual evaluation to review, revise and update the program and project it another year into the future. Planning activities will be coordinated with the recommendations of the Georgia Library Association SELA surveys, the two-year project charged with making detailed plans for the direction of Georgia and Southeastern library development.

Procedures

The development of each area of a long-range plan requires the identification of present and projected needs, the definition of objectives to meet these needs, the development of action plans to meet these objectives, the establishment of policies, criteria, priorities, and procedures for periodic evaluation, dissemination of information, coordination with all types of libraries and their programs, allocation of funds for services, public library construction grants and interlibrary cooperation.

Development to Date

Several steps were involved in giving the department's administrators the information needed to draft this long range program. Staff of the public library division visited libraries throughout the state to observe present operations and discuss problems. In March 1972, the Georgia Library Association conducted a workshop where working papers were prepared by committees studying all types of libraries. Copies of these are on file with the division and at other media centers.

A consultant from Ohio State University, Dr. Ken Eye, was employed to conduct a planning and evaluation workshop. There he presented the fundamentals of the CIPP, a theoretical model for planning and evaluation.

The Delphi Technique of forecasting the direction libraries will take in the next ten years was used by the state agency in determining the goals and objectives for the program. A diverse group of individuals, librarians and users was surveyed, including representatives from the advisory council on libraries, directors of county and regional libraries, young branch librarians, a publisher, radio and television personnel, telephone company, legislators, governor's staff and the director of the University of Georgia computer information center. After eliminating the 25 percent of the low probability events and the 25 percent beyond the plan's scope, the 50 percent remaining were incorporate into the plan. The results are on file at the state agency.

Consultations with the Region IV Program Officer for Library Services (Miss Shirley Brother) were invaluable in the development of the program. Her knowledge of the laws and rules and regulations of the Federal government contributed much to the program. Short telephone conversations with her on specific points avoided many mistakes and improved the planning.

Program Development Proposed

Major program planning and development activities in Georgia will evolve around the Georgia Library Survey, being conducted jointly by the Division of Public Library Services and the Georgia Library Association, with partial funding from the Governor's Contingency Fund. New data may be added to the plan in the future, especially concerning libraries other than public libraries and any other new data which might alter the present public library picture in the state.

Work is planned with the Tennessee Valley Authority to develop computer programs for better overall planning through better use of information gathered through the survey questionnaires. These questionnaires are being sent to state library agencies, school library supervisors, school libraries, public libraries, special libraries, academic libraries and persons involved in library education. They are also being sent to professional members of library staffs. Valuable data should be gained from these to enrich library planning and development in the state and to aid in carrying out the objectives.

During FY 1974 emphasis continues on the following.

- Service to the disadvantaged
- Service to the physically handicapped
- Service to state institutions
- Ecological education
- Right to Read
- Drug abuse education
- Early childhood education
- Service to the aging
- Work with other community service agencies

GEORGIA STATEWIDE LIBRARY CONTEXT

Historically, Georgia has always shown concern with its system of public libraries. Georgia was the first southern state to establish a library commission, and specific goals and objectives have always been a part of its library system. The state appropriation for libraries grew slowly, but the volume of book lending grew by leaps and bounds and the number of libraries grew from 45 in 1920 to 208 in 1942. Municipal libraries extended their services county-wide; bookmobiles traveled throughout the rural areas taking books directly to schools, communities and remote homes; counties began to pool their resources and to organize regional library systems. The WPA operated a well organized statewide project between 1936 and 1943 which was responsible for the rapid growth. And during the same twenty-three year period, the Library and Textbook Division of the Georgia Department of Education began to improve school libraries. The school and public libraries were combined in many rural communities. As a result, officials from both fields began working together.

In 1943 the General Assembly was petitioned to change the jurisdiction from the Georgia Library Commission to the Georgia Department of Education. The service to the public continued in much the same manner.

Library service in Georgia has been carefully planned for the past 75 years. A systematic and thorough study was made before each developmental change, objectives were clearly stated and recorded, and the planners were concerned with the impact their decisions would make on the future development.

It is the intent of this long range plan to insure the effective use of available resources toward meeting the objectives stated for the future. Goals and objectives must be continuously updated, reviewed and reworked to obtain the necessary results.

Although decision makers for Georgia libraries have always realized the need for objectives and constant revision of objectives, their goals were general rather than specific. In this long range plan, Georgia's library leadership is attempting for the first time to make specific plans for the future.

Academic Libraries in Georgia

According to the 1972-73 directory of higher education issued by the National Center for Education Statistics, Georgia has 63 public and private institutions of higher learning, including junior colleges, four-year colleges and university and post-bachelor degree-granting institutions.

A major consortium in the state is the University Center consortium which is composed of University of Georgia, Georgia State, Georgia Tech, Emory, Oglethorpe, Agnes Scott, Atlanta University and Atlanta Public libraries. The prime concern of the consortium is library cooperation. This takes the form primarily of continued support of the Atlanta-Athens Union Catalog and the delivery service, although the directors of the member libraries meet several times a year to discuss other matters of mutual concern, such as the purchase of expensive titles or collections.

A major role is also being played in the Georgia Library Information Network (GLIN) by the Atlanta-Athens Union Catalog on the Emory campus. It provides for the location of materials in the libraries contributing to it, and used by the University Center member institutions as well as libraries throughout the state participating in GLIN.

A major step in the direction of cooperation is being taken with the development of the Southeastern Library Network (SOLINET), a shared cataloging facility patterned on the Ohio College Library Center, and expected to be operational in 18 months.

Long-Range Planning

There is relatively little long-range planning at the campus level, although the University of Georgia and others feel the need for long-range planning and the establishment of a formal planning group.

Needs of Academic Libraries

The College and University Section Chairman, GLA, has written a position paper on file at the Division of Public Library Services that points out needs of academic libraries. There is the need for better, continuing education for both professional and non-professional staff. They must be trained in the newer media and technologies. Existing personnel must be upgraded and reeducated. To accomplish that job will require the availability of both local staff development programs and a formalized mechanism through the library schools by which staff can gain training with minimal time off the job. Better coordinated extension courses, use of closed circuit or cable TV for instruction, programmed texts and kits—there are a variety of ways available or in developmental stages which might be applied.

SCHOOL LIBRARY MEDIA CENTERS

There were 1,815 public schools and about 275 private schools in the state in FY 1972.

There were 1,747 questionnaires returned with the statistical data. Of these, 1,741 public schools reported having library media centers; 1,449 or 83 percent of these schools have full-time librarians; 80 remaining libraries serve 162 schools. Ninety-two percent of the schools in the state have librarians. There are no reports from private schools, however, they will be included in the Georgia Library Association Survey.

There was a second librarian in 172 schools and a third in four schools, a clerical aide in 596 and two aides in five schools.

The following figures represent the training of the head librarians:

sixth year certification in library service	66
fifth year certification in library service	508
more than 20 quarter hours credit in library service	636
20 quarter hours	369
less than 20 quarter hours	52
no library training	28

Ninety-five percent of the head librarians in the top four training categories have library science as an area of certification, four percent are at the sixth year level, 31 percent at the fifth year level, and 60 percent at the fourth year level. Only five did not have library training.

The second and third librarians had the following library training.

sixth year certification in librarianship	4
master's or fifth year certification	51
more than 20 quarter hours in library service	83
20 quarter hours	28
less than 20 quarter hours	5
no library training	5

Sixty-five percent of all schools have the benefits of a system or shared supervisory program which coordinates the library media programs in individual schools on a county, school system or multi-county basis.

According to the superintendents' reports, these libraries were stocked with 11,683,573 books or an average of 11.6 books per pupil.

Of the school library media centers 1,597 indicated they circulated audiovisual media. Holdings per pupil are approximately .66 filmstrips, .33 disc recordings, .16 transparencies, .4 tapes, .01 kits and .04 other types of audiovisual media.

The School Library Media Centers are required to work toward meeting the standards of the Georgia Department of Education, *Standards for Public Schools of Georgia;* the Georgia Accrediting Commission and the Southern Association of Colleges and Schools. Many Georgia schools also meet *ALA Standards for School Library Media Centers.*

Growth of Library Media Center Staffs

	1959-60	1963-64	1967-68	1971-72
At Least One Full-Time	338 21.2%	564 33%	1343 71%	1440 83%
One Person Several Schools	112 7%	169 10%	177 10%	162 9%
Teaching-Librarian	6 0.5%	15 1%	291 15%	130 8%
Classroom Teacher	1135 71.3%	961 56%	76 4%	0 0%

The Division of Public Library Services and Its Boundaries

The Client Population — the 4,589,575 Georgians are about one-third black and two-thirds white with a Jewish population of 16,000 and 11,280 representing other races in the 1970 U. S. Census.

Population Growth — Atlanta is the capitol and largest city with an urban population of 496,973. It is the center of a standard metropolitan statistical area covering seven counties with a population of 1,500,000, and is the center of education, trade, commerce, transportation, government, medicine, finance, culture, sports, and business in the Southeastern region of the United States. It had a 52.7 percent growth rate between 1960 and 1970 in the urban area. Other standard metropolitan statistical areas are

Area	Population
Albany, Georgia	89,639
Augusta, Georgia and South Carolina	253,460
Chattanooga, Tennessee and Georgia	304,927
Columbus, Georgia and Alabama	238,584
Macon, Georgia	206,342
Savannah, Georgia	187,767

There was 102.5 percent population growth in the urban fringe areas of Georgia making the state now 60.3 percent urban.

The projected population for 1975 is 5,142,000 and 5,600,000 by 1985.

Client Education – Georgia has 2,100 public elementary and high schools. Over 40 percent of the state's income is spent for education. The Georgia superintendent of schools, elected to a four-year term, directs the school program and is executive officer of the Georgia Board of Education, the system's policy making agency. The board also operates an educational television network and the public library services.

The median school year completed was 10.8 in 1970 as compared with 9 in 1960. The non-white made the greatest progress by going from 6.1 in 1960 to 8 in 1970. At the same time the white population went from 10.3 to 11.5 years of school completed.

There are 74,228 people who have completed five years or more of college; 142,769 have completed four or more years of college.

A total of 261,237 or 11.1 percent of the population over 25 years old had less than five years of schooling. Five percent of the functional illiterates that live in deprived areas have learning disabilities. Crowded classrooms and school dropouts have contributed to the literacy problem.

Age and Sex of the Clients

1970 Age	Male	Female	Total
Under 5	214,448	208,410	422,858
5 - 13	434,922	420,492	855,414
14 - 19	271,921	266,175	538,096
20 - 34	505,947	516,624	1,022,571
35 - 64	658,539	724,327	1,383,166
Over 65	144,026	223,345	373,371
TOTAL	2,229,902	2,359,673	4,589,575

There are 796,229 under five and over 65 years of age who are not in the labor force; 1,393,510 are school age between five and 19; 2,405,737 make up the working age group 19 and 65.

Economy as it Affects the Clients – The economy grew from $6,368,000,000 gross income in 1960 to $12,723,264,000 in 1970, an increase of 99.8 percent. There are 192,557 disadvantaged families in the state with family incomes of less than $3,000. The per capita income is about $2,750, which is below the national average.

Of the 25 fastest growing counties in the United States, two are in Georgia–Clayton and Chattahoochee. Clayton county in the Atlanta Metropolitan area ranks 10 with a 111.5 percent gain in population. Chattahoochee County ranks number 16 with a 98.4 percent gain. It is in the Fort Benning area near Columbus. Atlanta ranks 20 in the growth rate of SMSA's in the United States.

Interrelations Within the System

The Division of Public Library Services is responsible for developing, coordinating and evaluating public library programs and services at the state level and in 56 county and regional library systems throughout the state.

The division is legally charged to give aid, advice and counsel to all community libraries and exercise supervision over all public libraries.

The division provides a professional library for the Department of Education. Policies and regulations are made by the State Board of Education.

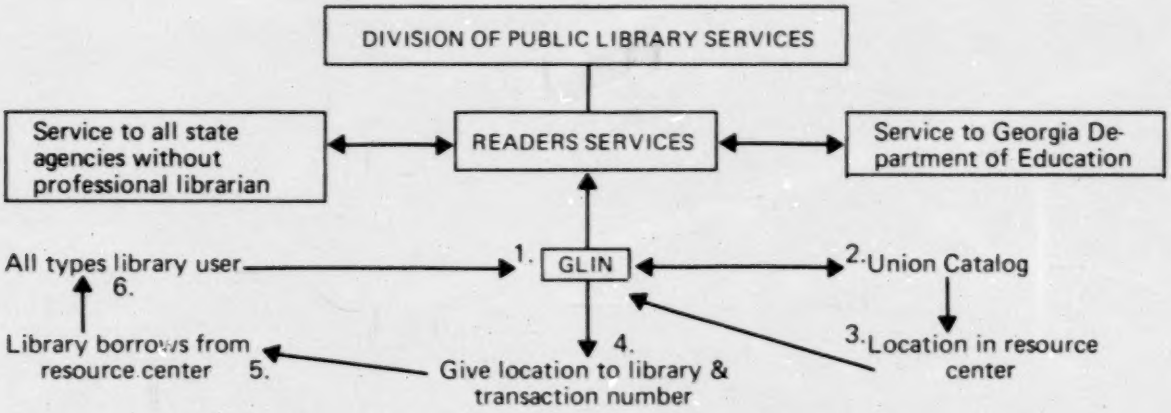
The staff is employed by the superintendent of schools under the rules and regulations of the state merit system.

Physical facilities are provided by the Georgia Board of Education on the ground floor of the Education Annex, 156 Trinity Avenue, S.W., Atlanta, Georgia 30303.

Public Library Services in County and Regional Library Systems – The public library service is provided through county and multi-county or regional libraries supported by state grants for salaries, travel and library materials granted on the size of the population and/or the number of counties served. Federal funds may be used for any budget item if available and justified by a proposal. A copy of the *Rules and Regulations Governing State and Federal Aid for Public Libraries* is available at public library services. Each library system is governed by a library board of trustees. The trustees are responsible for securing local funds to support the libraries. Each board is governed by its own constitution and by-laws.

The library systems are urged to form cooperative programs with neighboring systems through co-op positions which provide salaries and travel for a certified librarian to plan and execute programs in two or more regions.

Interlibrary Cooperation – This program involves interaction with all types of libraries and information centers in Georgia. It is a simple method of working out mechanics to the advantage of all. Those who loan materials are paid a fair price for the service by the Division of Public Library Services. This means that the user gets what he needs.



If a student needs materials which are not in his school library, the school librarian may request it from the public library or the student may make the request himself.

Due to the close relationship between school and public libraries at the state level, the interaction and cooperation between these two types of libraries has been excellent throughout the development of library services in the state.

The organization chart shows the relationship of school and public libraries. (See appendix)

CONSTRAINTS ON THE STATE PUBLIC LIBRARY SERVICES AND PROGRAMS

Financial – In 1972 the cost of Public Library Services reached an all time high with an expenditure of $2.81 per capita; however, the inflation factor will not permit this to indicate that more services were purchased than ever before. According to *Minimum Standards for Public Library Services, 1966, ALA,* this is less than 45 percent of the amount needed for adequate library services. An evaluation of all areas of service is being made to determine the adequacy of the financial support of the programs. This check will show if most of the advantages flow in the areas where they are most needed. Steps may then be taken to make a cost analysis of materials, processing, circulation, reference, personnel and other services.

Physical Facilities – The service potential is great, and yet programs and meeting rooms are inadequate, not only for public libraries but also for state and local institution libraries, the Library for the Blind and Handicapped and the Division of Public Library Services. It will be impossible to catch up by 1985.

CONSTRAINTS ON THE STATE LIBRARY AGENCY

Economic – The financial structure demands that more effort be made at the local level where additional tax is hardest to secure. At the same time it is necessary to increase financial support at the state and federal levels in order to meet the needs of the disadvantaged, the handicapped, the institutionalized, minorities, young children and the aging. The greatest disparity is between the financial resources of the central cities of metropolitan complexes which have developed and serviced as major reference and research collections, and those of the suburbs whose residents now make the greatest use of the collections but contribute little to their support. The fact must be faced that there is a growing mobility of users of libraries. The possibility of the use of computer techniques and hardware should be explored to provide information to users and to speed up the operation.

Legal–Political – An evaluation should be made of the present library laws to update legal documents or to secure legislation needed to assure the smooth operation of the programs.

Social–Scientific – Scientific research and development will have a greater impact in the years ahead, "at least as far as the post-industrial world in the last third of the 20th Century is concerned . . . the next 33 years may be known as the age of electronics, computers, automation, cybernation, data processing or some related idea."[1] This age will require more, better educated people and will call for continued re-education.

Time frame – It is difficult to plan when federal appropriations are reduced, impounded and unavailable at the beginning of a fiscal year. It makes the administration of the program weak and lessens its value. "Marked changes in education at all levels reflect the impact of social and technical change."[2]

Peter Grucher's *Age of Discontinuity* stresses the impact of the knowledge industry:

By the end of the 1970's the knowledge industry will account for 50 percent of the total national product. Every other dollar earned and spent will be earned by producing and distributing ideas and information and on procuring ideas and information.

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[1]Motlz, K. State of the act of public library orientation. Maryland Libraries. Winter. 1968.

[2]A Strategy for Public Library Change.

CURRENT STATEWIDE LIBRARY PROGRAMS AND RESOURCES

The purposes of the Division of Public Library Services are to provide library service to every man, woman and child in Georgia, and to encourage public library use by school dropouts, newly literate, other agencies, the aging, young children, the gifted, business and the professional people and the general public through an active outreach program. In pursuing this end the state library agency has directed its efforts toward five major activities.

The first is resources. A state grant is provided annually for the purchase of new materials for public libraries in Georgia. Grants are made annually at the ratio of about 24 cents per capita, based on the 1970 census. The state agency processes grant applications and handles such matters as previous years' financial reports and services rendered. The state agency reports the relative success or failure of public library projects on the bases of previously stated objectives and necessary expenditures.

Second is the internal operation of the agency itself. The Division of Public Library Services is constantly working to develop a strong administrative agency to give local libraries the leadership they seek at the state level. In addition to routine administrative supervision, the state agency advises and assists in coordinating the efforts of all library systems in the state. One particularly important goal for the future is extending service to the nine counties not presently in a library system.

Third, the agency makes available some of the personnel to work with local library systems to help them solve their own problems, train personnel and conduct programs. In addition to helping to improve traditional services such as business and personal reference questions, serving rural areas via bookmobile, and reinforcing the services provided by other libraries, the state agency promotes programs pertaining to issues of national concern. Particular emphasis has been placed on education for the disadvantaged and early childhood education. Programs have been carried out with the assistance of special co-op personnel who serve more than one region.

Fourth, the agency is concentrating on providing special services for residents of state institutions.

Fifth, the state agency is directing special services to the blind and physically handicapped. Among the activities planned are decentralization of the program by establishing five regional centers to receive material directly from the Library of Congress, involving other state agencies that work with the blind or handicapped in planning to meet their needs and providing more large print books, talking books, cassettes and braille books.

GEORGIA LIBRARY INFORMATION NETWORK (GLIN)

The purpose of GLIN is to make all resources (people, programs, services, information materials) readily available to users to serve as a basis of strength and development for library services in Georgia.

GLIN can include either directly or indirectly all libraries of every type in the state in a communications and information resources network. The special resources include the WATS lines, the Union Catalogue, interlibrary loan services, the Union List of Serials, bibliographic information, reference and resource information and the provision of a clearing house for all requests. (All requests must be directed through the GLIN Project before being referred to a resource library.)

Through GLIN libraries of any type or size have the ability to satisfy the day-to-day requests of the clientele. GLIN provides information for business and industry, students, professional people and researchers. Funds from any and all available sources are used for these purposes:

1. To rent the in-bound and out-bound WATS lines;

2. To contract with the Union Catalogue for additional locator service;

3. To contract with the large academic libraries and members of the Union Catalogue to serve as Resource Center Libraries. A pro-rated service contract with each library or institution so designated is negotiated by the GLIN project. Contract fees are based on previous records of requests on file, plus projected increases. There is a flat-fee agreed on by the participating library or institution.

4. To employ the necessary personnel to work with the Union Catalogue, GLIN and Readers Services.

When time is not an important factor requests for information may be mailed to the readers services, Division of Public Library Services. If immediate answers are needed the WATS lines are used.

Through this cooperative effort a statewide borrowers card may be developed whereby any borrower from any library in the state can borrow from another library free of charge.

A Union List of Serials will be developed to coordinate the major resources of the library resource centers in GLIN. These centers are Augusta Regional Library, Augusta; Muscogee-Marion-Chattahoochee-Stewart Regional, Columbus; Chatham-Effingham-Liberty Regional, Savannah; Atlanta Public, Atlanta; Readers Services, Division of Public Library Services, State Department of Education; University of Georgia, Athens; Atlanta University, Atlanta; Georgia Institute of Technology, Atlanta; Georgia State College; Southeastern Regional Medical Library Program; Emory University and Computer Center, University of Georgia.

There is a formal open-ended agreement between the resource centers and the Division of Public Library Services which provides that:

- All participating libraries and institutions shall agree to follow rules and regulations set up and published governing the use of this service.

- All participating libraries, except resource center libraries, agree to channel through the GLIN project all interlibrary loan requests going to designated resource center libraries.

- All participating public libraries agree to send all interlibrary loan requests and reference requests to GLIN from the headquarters library in the system, rather than from each individual branch.

- Resource center libraries agree to honor requests through GLIN. They are not obligated to honor requests, even from project participants, unless they come via GLIN.

- Libraries that are not resource centers participating in the project agree to honor requests directed to them as a result of the project.

- All participating libraries and institutions in the project agree to make materials available on interlibrary loan to all other project participants, according to the lending library's regular lending policies and procedures on interlibrary loan.

During FY 1971 the network has strengthened by an agreement with the Southeastern Regional Medical Library Program.

The Southeastern Regional Medical Library Program (SERMLP) is a cooperative health-science library and information program serving Alabama, Florida, Mississippi, Puerto Rico, South Carolina and Tennessee. It exists to serve health professionals and persons involved with health care in their work, practice, research, teaching, or studies, i.e. the loan or supply of photocopies of materials in the health related sciences.

This service is provided on a cooperation basis by the medical school library of the region served. Each of these libraries is called a resource library. The A. W. Calhoun Medical Library at Emory University Medical School, Atlanta, Georgia 30322 is the administrative headquarters for the southeastern region. SERMLP is funded by USPHS grant through the National Library of Medicine (NLM). The latter serves as coordinator for the activities of the southeastern and the other regional medical library programs operating in other parts of the country. All services under the program are cost free.

Procedures for GLIN Participants to Utilize SERMLP Resources

- Follow the usual procedure in contacting readers services (GLIN) for requests for health related books and journals

- When books or journals are not likely to be in a general public college or university library, readers services will ascertain if the desired information is in one of the participating resource libraries of SERMLP and will refer it back to the requesting library.

- When the desired item is available, the requesting library should address its request on a standard ALA-ILL request form to SERMLP Headquarters regardless of which resource library is listed as owning the item. SERMLP headquarters will do the rest and requesting libraries will be notified of whatever action is being taken on the request.

- Requests for books will be filled by a loan of the book. Requests for periodical articles will be filled by cost-free XEROX copies (unless the article is too lengthy, in which case it will be lent in the original form).

- SERMLP is prepared to handle requests from health professionals for related materials that are not in the region and to forward requests to other appropriate medical resource libraries in other parts of the country.

- No charge will be made to any individual or library, nor will SERMLP expect reimbursement for services rendered. Therefore, no transaction number will be assigned to requests channeled through SERMLP.

- Libraries equipped with TWX may send requests to SERMLP Headquarters on teletype provided they follow the conventions spelled out in *The Writer Exchange for Interlibrary Communication,* Durham, N. C. University Medical Center Library, 1969.

- Publicity will be given the program so that all individuals and institutions involved in health related fields will become aware that these resources are available to them through local libraries.

The University of Georgia has established a central office for the statewide computer network in the Capitol Hill area near the Division of Public Library Services office. It will include a terminal and consulting staff. All data is available for use by GLIN at a nominal cost per search.

A major step in the direction of cooperation is being taken with the development of the Southeastern Library Network (SOLINET), a shared cataloging facility patterned on the Ohio College Library Center, Columbus, Ohio. It is expected to be in operation within the next eighteen months. GLIN will become a member as soon as the membership is open to include it.

NEEDS ASSESSMENT

Assumptions

It is agreed by the Division of Public Library Services that public libraries cannot be all things to all people. All types of libraries in Georgia have a long history of working together and coordinating library services, materials and personnel to respond to the expressed needs of the users. To this date, however, a serious study of user needs has not been made in Georgia. One is planned for the immediate future.

Many residents do not know that library services are free and available to everyone. Others do not have the skills to use them or cannot cope with the mechanics of finding where to go, when to go, or what to ask for. Publicity and public relations so far as libraries are concerned have been on a very elementary level. Good advertising through good business techniques is seriously needed. The problems identified in the *PLA-ALA: A Strategy for Public Library Change* face the public libraries of Georgia. They are:

- To develop new patterns of service to meet the needs of the disadvantaged, the handicapped and the institutionalized, minorities and the aging.
- To redress the imbalance between the financial resources of the central cities of metropolitan complexes, which have in the past developed and serviced major references and research collections, and those of the suburbs whose residents now make the greatest use of the collections but contribute little to their support.
- To reorganize public library service, recognizing that traditional organization by local governmental units is evidently quantity and complexity of information demanded, and the mobility of users of libraries.
- To utilize computer techniques and hardware to provide information to users and to simplify and speed up routine processes within libraries.
- To find new ways to serve sparsely populated areas, in view of the continuing decline in rural population.
- To relate and coordinate public libraries with other types of libraries serving much the same clientele.

NEEDS ASSESSMENT FOR LIBRARIES IN GEORGIA

Requests to assess the needs at the local level were sent to all public library systems, members of the Advisory Council on Libraries, and to college and university and special libraries. Responses were received from 19 public library systems, six special library systems including one representing libraries in correctional institutions, seven college and university systems, two members of the advisory committee who are school library supervisors and one library user.

The six items listed in the *PLA-ALA: A Strategy for Public Library Change* were repeated over and over by all types of librarians and the users who responded to the needs assessment. These were stated very simply in most cases, but the interpretation remains the same.

There is a definite trend in the thinking of the librarians in Georgia toward automation and reorganization of public library services to fill the needs of all the citizens of Georgia including those institutionalized – either in nursing homes, hospitals, correctional institutions or juvenile homes.

Library Construction is a serious need. Where this was not listed specifically because of recent construction of new buildings, librarians recognized the need to acquire property for parking and expansion.

While the Georgia Library Information Network (GLIN) is one of the most appreciated and needed programs, the need to strengthen this network and expand it was cited throughout the state by all types of libraries.

Georgia librarians recognized that library services consisting solely of the printed word have become outdated in recent years, and learning tools in all media must be a part of any library in the 1970's. With the invention of television, pictures as well as words are expected and, regardless of the way people learn, material must be available in media that will satisfy these needs.

The strengthening of the leadership role of the Division of Public Library Services is most important. This must be strengthened in every way possible, including staff, materials and operating expenses. This need is brought about by the rapid growth and change in the state library system.

CRITERIA FOR DETERMINING NEEDS

Small Public Libraries serving a population under 50,000 will be measured by *Interim Standards for Small Public Libraries, ALA* – latest edition.

Public Library systems serving over 50,000 – by *Minimum Standards for Public Library Systems,* 1966, ALA – latest edition.

The Library for the Blind and Physically Handicapped – by *Standards for Library Service to the Blind and Physically Handicapped, LAD-ALA (COMSTAC REPORT)* – latest edition.

Library Service to State Institutions – by *Institutional Library Services: a plan for the State of Illinois, accepted by ALA* – latest edition.

The school libraries have an accreditation program by which they will be judged. (Refer to 2-12).

The college and university libraries are accredited by the standards of the Southern Association of Colleges and Schools.

The needs of the economically disadvantaged fall into four major areas

- The dropouts—many cannot read well enough to follow instructions, and the jobs they are able to secure do not pay enough to support a family.
- Working mothers—need programs to teach small children who are left in day care centers or with people who cannot get a job because they are illiterate or disabled. Their children can reach school age without learning nursery stories or even the basic communication skills. They need speech help and minor cultural advantages.
- The geographically limited—need to learn where information is available. Some have never been ten miles from home and are too insecure to go out on their own.
- New readers—those who have just learned to read need materials to keep them from losing the art.

The state library administrative agency needs to be strengthened in many areas. In order to provide the necessary services additional professionals are needed in areas other than librarianship, e.g., computer

technology, publicity and public relations, sociology. Special attention is needed in coordinating resources of all types of libraries. Additional library consultant specialist's services are needed to provide public libraries the specialized consultant and monitoring assistance to develop dynamic projects and programs.

The blind and physically handicapped first need to be located. By state population there are an estimated 12,000 blind and 38,000 handicapped eligible for special services. More multi-media materials are needed for this clientele. Special art objects have been donated to the library for the blind and handicapped but to date there is no easily accessible and centrally located place to display museum pieces for the blind.

The library needs to be accredited by the American Foundation for the Blind according to the *COMSTAC REPORT* standards for all services for the blind.

There are very few Braille readers because the majority of blind people lose their sight after school age. It is desirable that one braille reader center serve a number of states. Because of its Georgia's central location and good communications and transportation services make it a logical place for such a braille center.

Service to state institutions has just begun in Georgia. Federal funds as well as state institution matching funds have been limited. Supervision and planning have been done by people who are already loaded with other responsibilities. In order to have a good institutions program, each department with institutionalized clients should budget to meet this need and include the supervisory and consultant staff at the state level to direct the program.

The departments needing these programs are corrections and human resources.

PUBLIC LIBRARY CONSTRUCTION NEEDS

- Thirty libraries are needed in counties with no existing facility.
- Fifty new buildings are needed.
- One hundred forty-eight library buildings are needed to replace inadequate and obsolete facilities.
- Figured at a minimum of $25 per square foot for construction and equipment, 2,736,000 square feet of library space is needed with $68,000,000 needed in order to bring library buildings up to ALA standards.
- A new building is needed to house the Division of Public Library Services.
- A new library building to house the Library for the Blind and Physically Handicapped should be designated especially for this specialized program.

INTERLIBRARY COOPERATION NEEDS

Interlibrary cooperation through the Georgia Library Information Network has made great strides.

The Interstate Library Compact Act passed the 1972 legislature. The need now is to expand to the use of information outside as well as inside the state and to use CATV in all counties and remote communities.

The Georgia Library Information Network needs to be refined and improved with available technology.

The use of additional equipment to take calls when the library is closed will begin when the demand is great enough.

GOALS AND OBJECTIVES

The chart of development and goals for the public library systems:

	1962	1972	1982 Goal
Counties in systems	118	150	159
Personnel (professional)		1,074	3,507
Number of systems	33	42	16 to 20
Population in systems	2,661,530	4,444,112	5,000,000
Total volumes	2,874,139	6,404,215	32,000,000
Volumes per capita	1.01	1.4	5.0
Total books circulated	14,081,515	16,081,515	80,000,000

The long range goals and objectives of the Division of Public Library Services are

- To provide each citizen of the state with information – books and multi-media resources when they are needed, where they are needed and in whatever form they exist
- To inform each citizen of the existence of the material and to motivate its use
- To house the program and services in quarters which meet individual and community library program information needs
- To effectively coordinate the library resources of all types of libraries into a cooperative library information network
- To strengthen and expand the leadership role of the Division of Public Library Services (state library agency)
- To improve planning – evaluation research at state and local levels
- To make available adequate library service, information, books, and multi-media materials within easy access of every man, woman and child in Georgia
    - To improve the library resources in all public library systems by providing an increase in materials funds from 23.5 cents per capita to 30 cents in FY 1974 from state appropriations
    - To increase the state appropriations to 75 cents per capita by 1978
- To develop, strengthen and improve public library systems
- To confederate public library systems into larger units of service by cooperative programs between two or more regions
- To employ 18 persons to coordinate services in the systems which will result better service through better management and administration of larger units of service by July 1, 1974
- To implement the change of the boundaries of the regional libraries to conform with the pattern established for the Area Planning and Development Commissions by June 30, 1978

- To require that all public library systems that receive grants of any kind through the state agency have accreditation measured by standards set by the state library agency by 1978

- To serve through regional library systems the nine counties which are not members of a system and thereby add 98,000 people who are not a part of a system by 1977

- To establish programs to meet the user needs

- To enhance and improve early childhood education by providing story hours, films, recordings, puppet shows, books and exhibits for child care centers, public library branches, bookmobile stops, Headstart projects, etc. These programs will be designed to reach 200,000 children by June 30, 1974 and 1,000,000 by 1978.

- To sponsor tutorial reading programs in 50 percent of the public libraries by June 30, 1976

    - To teach 500 children and adults to read through these programs by June 30, 1976

- To teach 100 tutors each of the five years – a total of 500 who will teach adult illiterates – to reach by 1978 a total of 7,500 adults through reading programs in public libraries

- To provide drug abuse education programs and materials for all citizens, calling attention to the dangers of addiction through educational films, books, programs and multi-media resources which will reach citizens in 140 counties by June 30, 1974 and which will reach every community with a population of 5,000 or more by June 30, 1978

- To provide ecological programs to call attention to the importance of environmental protection through the use of films, lectures, workshops, institutes, books and other programs in 95 percent of the counties in the state before June 30, 1978

- To provide special services for the economically disadvantaged from the libraries and through coordination with other state and local agencies

- To conduct special tutorial and Right to Read programs in rural and urban disadvantaged areas for children and adults in 15 library systems during 1974

    - To expand this program to 50 systems by 1978

- To develop five alternative methods which will coordinate library service with Governors' Honors Programs, local school programs for the gifted and upward bound programs in FY 1974

- To encourage the poor who have not typically been users of educational facilities, to realize that the public library represents an important and ready resource of information.

    - To have 1,000 youths participate in tutorial reading programs by June 30, 1974

- To coordinate library programs with early childhood education with Headstart, Day Care Centers, Public Library Branches, and Bookmobile stops in 90 percent of the library systems by June 30, 1974

- To coordinate library programs with programs of other agencies through cooperation in 70 percent of the libraries by June 30, 1974 – 98 percent by June 30, 1978

- To improve library resources in public library systems by increasing the numbers of currently useful multi-media materials

- To increase the public library holdings by 20 percent through the use of state materials funds by June 30, 1974
- To increase the number and quality of currently useful materials in the public library systems by 10 percent by June 30, 1978
    - To build collections of book and non-book materials on subjects which help new literate individuals gain life-coping skills in 50 percent of the public libraries by June 30, 1974
    - To have reached 10,000 of these individuals and assisted them in attaining skills that help them live a fuller life by June 30, 1978
- To abandon the non-resident fee completely in favor of a statewide borrowers card and reciprocal borrowing privileges by 1978
- To organize one regional library system to conform with the APDC by June 30, 1974
- To serve all ages of all publics – minorities, deprived, new audiences, suburbs, young children, school children, young adults, business, education, industry (agricultural and manufacturing), business (large and small)
- To increase the visibility of the library and its value to the community by matching needs of target groups with specific services that can be supplied and by using these groups to provide communication and coordination with other agencies to motivate the use of library services, programs and materials
    - To coordinate programs with other agencies such as

        Home demonstration clubs
        Farm bureau
        Department of Human Resources
        Courts and corrections
        Rehabilitation
        Education industry
        Radio and television
        Highway safety
        Civil defense
        Drug inspection and rehabilitation
        Teacher's associations
        Vocational rehabilitation
        Employee retirement system
        Services to children and youth
        Doctors associations
        Nurses associations
        Organizations of city and county officials
        Firemen
        Crippled children's services
        Mental health
        Finance and banking
        Planning divisions
        Recreation department

    - To reach the homes of 100,000 people who have never used libraries in the past

- To conduct conferences and programs on the effective use of public library materials in each regional library system

- To provide adequate library services to all state institutions

- To have a professional library consultant at the state level for all agencies in the Department of Human Resources, Corrections, Youth Development Centers and the Vocational Rehabilitation Center, Warm Springs

    - To establish a patients' library in all public health hospitals and institutions where none exists by June 30, 1978

    - To improve the library services and programs in hospitals and institutions which now have some type of library by June 30, 1974

    - To improve the library program and materials at the patients' library at the Vocational Rehabilitation Center, Warm Springs by increasing the books and audiovisual materials by one percent by June 30, 1975

        - To increase the use of materials now owned by relaxing the regulations concerning the use of the library and by opening the library 10 extra hours each week

    - To continue to improve library service in four Youth Development Centers – Atlanta, Augusta, Macon and Milledgeville

    - To secure a library consultant at the state level to supervise library service to all correctional institutions

        - To re-establish an active library program at the corrections institution at Jackson and Reidsville that have participated in the program in the past during FY 1974

        - To expand the program to five additional correctional institutions by June 30, 1978

- To provide library service for the blind and physically handicapped

- To provide service for 75 percent of the estimated 12,000 blind in the state by June 30, 1978

- To provide service for 50 percent of the 38,000 visually and physically handicapped by June 30, 1978

    - To establish 10 sub-regional library centers throughout the state to locate and to supplement the service to the blind by serving at least 300-400 readers from each regional library by June 30, 1978

    - To have three of these and regional library centers in operation by June 30, 1974

- To expand and improve the textbook section of the library by providing 75 percent of all books needed in large print, reproducing them on an enlarging machine.

    - To locate by June 30, 1974, 10 percent of the visually handicapped students who need large print books or special attachments or eyeglasses

    - To employ a part time professional librarian to increase publicity and improve public contacts through visits with school superintendents, principals and supervisors to explain the service by July 1, 1974

- To reach 90 percent of the potential users of the textbook service by June 30, 1978

- To seek accreditation from the American Federation for the Blind as measured by the *COMSTAC REPORT,* 1966, by 1977

- To publish a quarterly newsletter for the users to give them up-to-date information on the development of the service

- To expand the volunteer program

  - Establish an expanded program of recording, and special service volunteers located either "in-house" or in a special center by June 30, 1974.

  - Expansion of telephone pioneer program to statewide levels through sub-regional libraries to coordinate with establishment of sub-regionals

  - To establish volunteer programs at all sub-regional libraries within three months of the organization of the sub-regional

  - Friends of the Library for the Blind and Physically Handicapped at the state level by June 30, 1974

- To construct physical facilities for all communities having a population of 2,500 or more

  - To construct by 1977 45 public libraries with 547,200 square feet of space at $17,416,000 minimum cost

- To plan a building to meet the needs of the public library service by June 30, 1975

- To construct a building designed for services of public library service unit by 1977

- To construct by 1977 a building for the Library for the Blind and Physically Handicapped

- To complete 20 percent of the buildings needed by 1977

- Interlibrary cooperation goal is to expand, strengthen, and improve the Georgia Library Information Network (GLIN) through appropriate communication technology and to extend the use of the network to every library and information service program in Georgia, to other states and to other countries which have services that would enhance the program, and to supplement this with interlibrary loans and professional services.

- To develop, extend, refine, improve and strengthen GLIN (Georgia Library Information Network) to all libraries of all types

- To implement the Interstate Compact Act by securing linkage with other networks – state, regional, national and international

  - To have an interstate linkage with at least one state by June 30, 1974

  - To improve GLIN, taking advantage of cooperative information programs and delivery systems.

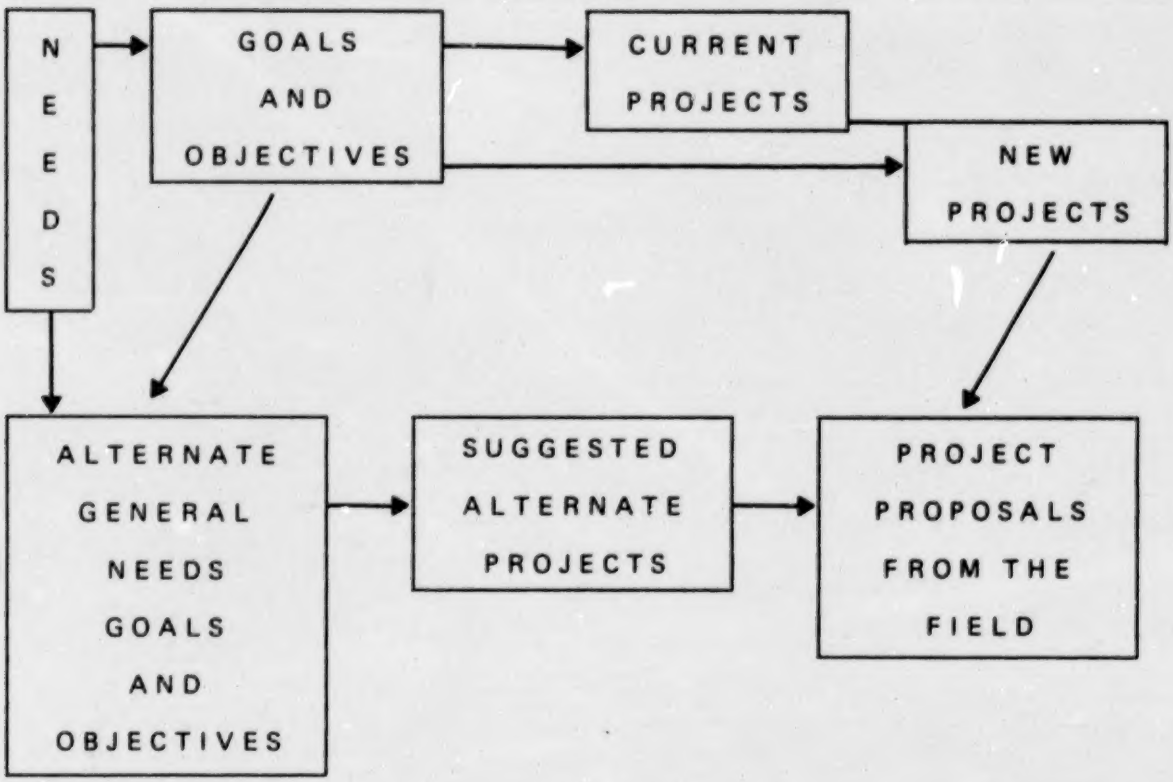
- To reserve CATV channels for public libraries in every county in the state by 1975 and to increase use of CATV 35 percent by 1978

- To provide CATV educational and tutorial programs in 25 counties by 1977

- To publish a union list of serials in major resource centers by June 30, 1975

- To participate as a full member of the Southeastern Library Network (SOLINET) a shared automated cataloging facility patterned after the Ohio College Library Center, Columbus, Ohio

DESIGN FOR PROJECT SELECTION



PROJECT SELECTION

Special Federal Services Grants to County and Regional Libraries

- Special federal services grants are made only to county and regional library systems that have qualified for all of the state funds for which the library system is eligible including the state salaries and qualified personnel.

- Services grants are made in accordance with the approved State program.

- The types of grants which are made are:

(1)	Basic county grant	$ 2,000.00
(2)	Population grant (contingent upon available Federal funds)	
	Less than 50,000 population	2,000.00
	50,000 - 99,000	9,000.00
	100,000 - 199,999	12,000.00
	200,000 - 299,999	20,000.00
	300,000 - 399,999	30,000.00
	400,000 - 499,999	40,000.00
	500,000 - 599,999	50,000.00
	600,000 - 699,999	60,000.00
(3)	Special grants for scholarships, projects or equipment on basis of quality of project and available Federal funds.	

- Services grants must be reviewed by the Advisory Council on Libraries and approved by the public library service on the basis of evaluation of programs and budgets submitted to this agency. Special funds may be spent for personnel, materials, equipment, audiovisual materials, contractual services and other expenses. These funds cannot, however, be used to purchase land or construct buildings.

- Service grants must be spent for the purpose for which they were approved. Amended budgets must be submitted for approval if funds are to be spent for any purpose other than that for which they were originally approved.

- All services grants must be expended or encumbered within the fiscal year in which they are made. When unavoidable encumberances have to be incurred, they should be cleared up by January of the following fiscal year and no later than June 30 of the following fiscal year. Encumberances should be avoided if possible.

- Every library receiving a special grant will be required to submit a certified statement on the status of grant funds to the Division of Public Library Services at the close of the state fiscal year.

- All financial records are subject to audit by state and/or Federal auditors.

Other Federal Grants for County and Regional Libraries

Other Federal grants are made in accordance with the approved state programs.

Project Relation to Overall Program

Funds used for all projects must meet the needs and satisfy the overall goals and objectives of the annual and the long range program.

Project Selection Process

All regular projects and programs that are funded through the Division of Public Library Services are due by June 1 of each fiscal year. Special projects for which additional funds are needed may be reviewed by the advisory council on libraries when the director of Division of Public Library Services calls a meeting for this purpose.

The decisions will be based on the criteria for selection of projects. Projects which offer the best methods of achieving goals and objectives will be selected. Alternatives to the program may be discussed at any regular meeting of the public library directors.

Project Selection Criteria

Legality—Is the project authorized by federal and state laws and local governing authorities – e.g., county, municipal and/or appropriate boards?

Goal-related—Are the project objectives in accord with goals and objectives set forth in the long-range program? To what extent is statewide consensus evident on importance of the project? (State Association, etc.)

Feasibility—Does the project have a reasonable chance to succeed? Is there evidence of local commitment to continue the project? Are local and state funds in the offing?

Population Served—How many people will have an opportunity to benefit from the project? How many of them are from low-income families?

Replicability—How significant is the project in terms of applicability in other locations in the state? The nation?

Local Management Capacity—What is the competency of personnel and adequacy of facilities to administer the project?

Interagency Ccoperation—Does the project reflect a concerted approach? Con munity oriented? Not a duplication of effort, etc.?

Evaluation—What provisions are made for evaluation. Procedure? Reporting?

Capacity to Monitor—Does the state agency have the ability and time to monitor the project?

Political Implications—Is the project free of political bias? Lend to geographic balance of outside benefits to localities?

The Plan for Monitoring the Program

Policy:

- Libraries that qualify for state or federal funds will be provided with applications, proposal forms and an up-to-date copy of the long range state library program. Proposals will be evaluated by the criteria for selection of projects.

There are *four major milestones* for monitoring and evaluating each project:

- When the project is approved at the state and federal levels

- Six months after implementation
- At the end of the fiscal year if this is a continuing program or project
- At the completion of the project

Each project should be evaluated at each major milestone during the implementation. Information gained from the experience and the feedback from the users should be recycled before presenting a proposal for continuing the program. Complete evaluation should be made of projects that are terminated.

The criteria on which a judgment will be made as to success, failure, termination or continuence of project proposals are

- Number of users reached
- Whether the project was goal-related
- Whether it contributed toward reaching the stated objectives
- Whether sufficient funds were available

Assessment of the effectiveness of the projects should be made in relation to the objectives before a decision is made to alter, continue or terminate a program. Items to consider are

- Cost
- Intended consequences
- How this project relates to goals and objectives
- Alternatives
- Feedback from staff and users

An Evaluation Report

An evaluation report of the project should be provided to the state agency in duplicate, to the board of trustees and to the local appropriating body. The report should outline the progress of the programs toward the attainment of the objectives and the overall goal. The project should be judged by the criteria for selection of projects. The following questions should be answered by the systems in the evaluation to the Division of Public Library Services.

- Did the activities differ from the projected activities? If so why?
- What are the problems and questions that should be answered?

The evaluation of each year's program to the state superintendent of schools will contain the following:

- The extent to which each local library system met its objectives
- The reasons for substantial deviations between the performance and the objectives

- The nature and severity of the problems faced by the local libraries and their local governing agencies
- Recommendations for the improvement of state library services reported by the local libraries
- Recommendations for improvement of projects and programs administered at the state level

CRITERIA FOR EVALUATING INTERLIBRARY COOPERATION

- Has a more effective organizational pattern emerged?
- Are professional and non-professional library staff functioning more effectively?
- Has access to materials been improved?
- Have local collections and service policies been revised to reflect the new program?
- Have library procedures been streamlined?
- Has the staff been retrained to take maximum advantage of the cooperative network?
- Have operational costs been stabilized or reduced?
- Have new services been introduced or existing services expanded?

PUBLIC LIBRARY CONSTRUCTION

Objectives

The objectives of the Georgia Board of Education in administering grants, both state and federal, for construction of public libraries shall be the following.

- To insure wiser and more economical use of state or federal funds in the construction of library facilities.
- To assure that new facilities provide the maximum in function, efficiency and economy of maintenance.
- To make construction funds available to greatest number of communities for the wisest and best development of library centers to reach the greatest number of people.
- To ultimately provide for replacement of all inadequate, time-worn and unimproved library facilities with modern, efficient and functional buildings expanding and developing service for programs.

Criteria

ALA Standards will be used to determine adequacy of facilities and services.

- Grants will be made only to those public library systems in which the quantity and quality of the service falls below national standards as given in *Interim Standards for Small Public Libraries: Guidelines Toward Achieving the Goals of Public Library Service*, (latest edition,) prepared and published by the Public Library Association, a Division of the American Library Association, Chicago. These standards will serve as the measurement in systems serving populations of less

than 50,000 people. For systems serving populations of 50,000 or more, the standards will be those in *Public Library Service, A Guide to Evaluation With Minimum Standards,* (latest edition,) prepared by the Coordinating Committee on the Revision of Public Library Standards, Public Library Association, American Library Association, Chicago. For systems serving a population of 100,000 or more the standards will be those in *Minimum Standards for Public Library Systems, 1966,* prepared by the Standards Committee and subcommittees of the Public Library Association, American Library Association. Adopted July 13, 1966 by the members of the Public Library Association, Chicago.

- County and regional library systems which have not already qualified for all state and federal funds available to library systems may not apply for construction grants.

- Funds must be available at the local level to match dollar for dollar any grant requested from state or federal construction funds. Local funds may include federal assistance grants from regional commissions or other supplementary federal grants in lieu of local matching funds provided, however, that 25 percent of the total cost of the project must be local funds. For the purposes of federal matching any combination of local-state-supplementary funds may be used as local matching provided, however, the local matching portion is 25 percent of the total project cost.

- The prospective base of local support must be broad enough to insure continuation of more adequate library service.

- Library programs must be under the direction of a professionally qualified librarian, or a librarian in process of getting a graduate library degree or the regular supervision of a qualified library director.

- A local governmental agency or library board must hold clear title to a strategic and suitable site which meets the criteria as set up in the professional library literature. The site must have been approved by the Division of Public Library Services of the Georgia Department of Education.

- Evidence must be established that there is a well-planned building program by submitting a written program statement prepared by a qualified librarian building consultant.

- Assurance must be given that the library will serve all people free and without discrimination.

Priorities

The following priorities will apply to all construction project applications in areas where facilities are determined to be inadequate for the development of library services in accordance with the minimal standards.

- *First Priority* will be given to regional library system headquarters building projects.

- *Second Priority* will be given to county headquarters building projects in single county systems.

- *Third Priority* will be given to county headquarters building projects in counties that are participating units of regional library systems.

- *Fourth Priority* will be given to branch library building projects in (1) regional library systems and (2) county library systems.

Types of Grants

Grants may be used to accomplish the following.

- Construct a new library building—Grant funds shall not be used for the purchase of an old building to be converted for library usage.

- Construct additions to an existing library provided the library meets all other criteria related to location, suitability and feasibility

- Assist in the funding of a multi-purpose building in which a library is to be housed, provided this arrangement is feasible and economical and will enable a community to have a functional and well located library that meets the size requirements for the service area. Prior approval for this type usage shall be secured from the Georgia Board of Education. Library grant funds to be applied toward the construction of a multi-purpose building shall not exceed the amount required to construct that portion of the building designated as library facilities.

Grants will be made up to $250,000 from federal funds and/or $250,000 in state funds.

Administration of Grants

General procedures

- The Division of Public Library Services of the Georgia Department of Education will provide application forms, supporting document forms and other pertinent forms for use by the local library in submitting applications for grants.

- Applications must be made on official forms and must include all supporting documents and attachments. All forms must bear original signatures of responsible officials and the director of the library system.

- Applications for grants must be accompanied by written assurance of compliance with state and federal regulations as follows.

    - That actual construction work will be performed by the lump sum (fixed price) contract method, that adequate methods of obtaining the competitive bidding will be or have been employed prior to awarding the construction contract, either by public advertising or circularizing three or more bidders, and that the award of the contract will be or has been made to the responsible bidder submitting the lowest acceptable bid

    - That the applicable labor standards will be included in all construction contracts in excess of $2,000, that construction contracts in excess of $2,000 will prescribe the minimum rates of pay for laborers and mechanics engaged in the construction of the project as determined by the secretary of labor in accordance with the Davis-Bacon Act, as amended, and the regulations issued pursuant thereto by the Secretary of Labor

    - That all construction contracts will include provision for equal opportunity in employment pursuant to Executive Order 11246 or any subsequent executive orders or statutes pertaining thereto and regulations thereunder

    - That all construction contracts will include labor standards relating to kick-backs

    - That the contract for construction will be awarded only to a contractor who certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained

- That the project will not be advertised or placed on the market for bidding until the final working drawings and specifications have been approved by the state agency

- That the owner will comply with Executive Order 11296 and with the requirements of departmental regulations which may be issued from time to time pursuant thereto relating to the evaluation of flood hazards in locating federally financed construction projects

- That the applicant has or will complete the necessary requirements in accordance with the Inter-governmental Cooperation Act of 1968 and Georgia Act 1066, passed by the General Assembly in 1970 relative to Circular A-95, which statutes deal with notification of intent and compliance with requirements and recommendations of all clearing houses in all matters pertinent thereto, including any requirements regarding environmental protection, registration of historic sites and relocation of persons and businesses displaced by construction

Attachments

Each application for construction grant funds must be accompanied by the following attachments covering but not limited to the above assurances and compliances.

- Document A, *Written Program Statement* describing in full the purpose, scope and function of the proposed construction, defining the objectives, activities and space requirements, their relationships and special furnishings or equipment needed to meet current standards for maximum library service

- Document B, *Architect's Agreement,* a copy of the agreement for design of plans and supervision of the construction project between the owner and registered architect. Unless the agreement is between the applicant library system and the architect, an addendum (Document B-1) waiving owner's privileges in favor of the applicant library board during the construction stage must accompany the agreement.

- Document C, *Proof of Clear Title*—A copy of the deed in fee simple to a suitable site approved by the Division of Public Library Services must accompany the application. The deed can contain no reversionary clauses beyond the time actual construction begins.

- Document D, *Site Survey and Soil Investigation Data*—A Site survey and test borings must be prepared by a state licensed engineer. Engineer's reports, topographical map and si e plat showing boundaries and locations for sewer and water connections must be submitted with application. (Site must be able to meet requirements for compliance with federal regulations regarding evaluation as to flood losses, environmental impact statement, and clearance with historical commission if registered as a historic site.)

- Document E, *Preliminary Drawings*—Architect's preliminary drawing of the floor plan with all major equipment in place, site plan and front, side and rear elevations must accompany application.

- Document F, *Equipment*—A list of proposed major equipment with estimated costs by category must be included. The equipment list may be prepared by the building consultant or by a professional library interiors consultant in cooperation with the library director.

- Document G, *Compliance with Civil Rights Act*—A statement affirming or reaffirming that the facility and services rendered therefrom will be equally available for use by all residents of the service area and without discrimination in accordance with the Civil Rights Act of 1964

- Document H, *Accessibility to Physically Handicapped*—A statement by the architect that the building will be designed and constructed in accordance with state and federal regulations that it be both accessible and usable by the physically handicapped

- Document I, *Continued Use as a Public Library*—A statement that the building will continue to be used for public library and related purposes only and in line with generally accepted standards of good library service as recommended by the Division of Public Library Services of the Georgia Department of Education

- Document J, *Continued Local Support*—A statement from local funding agencies providing financial support for the library and its services from tax monies and a statement that they will continue to provide funds necessary to maintain, operate and staff the library at a level commensurate with the accepted standards and objectives for good library service

- Document K, *Responsibility of Records*—A statement that official copies of all project records and transactions be kept in the office of the library director who will be responsible for all deposits and disbursements to and from the library building account, and will be bonded in an amount equal to the maximum amount of funds that might be held at any one time

- Document L, *Inventory and State and Federal Equity*—A statement certifying that the pro-rata portion of state and federal equity in the proposed building and in all equipment purchased for which state or federal funds were expended, either in whole or in part, will be maintained and that an inventory of such equity will be kept on file with the state agency

Review and recommendation of projects

- All applications will be reviewed and grants made in the order in which the applications, accompanied by requisite documents and attachments, are received in the office of the Division of Public Library Services.

- "In the order in which . . . are received" refers to the fact that applications will be accepted for review five times each year. Applications received will be grouped according to the nearest deadline following receipt of completed application.

[illegible]y	- March	- No later than March 31
April	- May	- No later than May 31
June	- July	- No later than July 31
August	- September	- No later than September 30
October	- December	- No later than December 31

- Applications will be dated and considered officially filed only after all forms, documents and attachments are received and found to be in order.

- Applications will be reviewed and recommended for approval by the Division of Public Library Services, other members of the professional staff of the Georgia Department of Education and members of a subcommittee of the state advisory committee composed of professional librarians from throughout the state based on their special knowledge and experience and competencies in this area. Members of the professional subcommittee shall be selected from a list of names submitted by the director of the Division of Public Library Services to the state superintendent of schools who will make recommendation for appointment by the state board. Committee members will be compensated for services and travel expenses on the same basis as other professional consultant committees.

Final approval

- Final approval of a project will be made by the Georgia Board of Education on the basis of the recommendations of the Division of Public Library Services and the subcommittee on construction. Recommended projects will be submitted to the Georgia Board of Education for addition to agenda no less than 10 days prior to the meeting of the board.

- No grant of funds will be made until the construction plans and final working drawings have been completed and found acceptable by the Division of Public Library Services.

- Actual construction must begin within 180 days of final approval by the Georgia Board of Education. In the event the project is held up in a state or federal agency, an extension of time may be requested from the Division of Public Library Services.

- State consultants assigned to construction will make on site visits to construction projects periodically during the construction period.

Fair hearing

The Georgia Department of Education gives assurance that opportunity will be given for a fair hearing for any local or other public agency whose application funds has been denied.

Accounting and audits

- Audits of all accounts of public libraries will be made periodically by the Georgia Department of Audits. Requests for payment of grant funds will be submitted to the Division of Public Library Services of the Georgia Department of Education on official forms supplied by the division.

  All requests for payment of grant funds must be accompanied by a

  - financial statement showing all deposits and disbursements to and from the building fund account,

  - progress reports including contractors' certificates for payment showing percentage of work in place and materials purchased and on the site and

  - a continuous running audit showing expenditures by category and sources of funds received by category.

- Variations from the amounts authorized in the approved project in expenditure of funds must be substantiated by authorization and approved amendment to the project. Payments will be made to the local library only after the library has spent local monies required by federal regulations. Final payment (10 percent) will be made to local library only after satisfactory completion of project and inspection by the Division of Public Library Services.

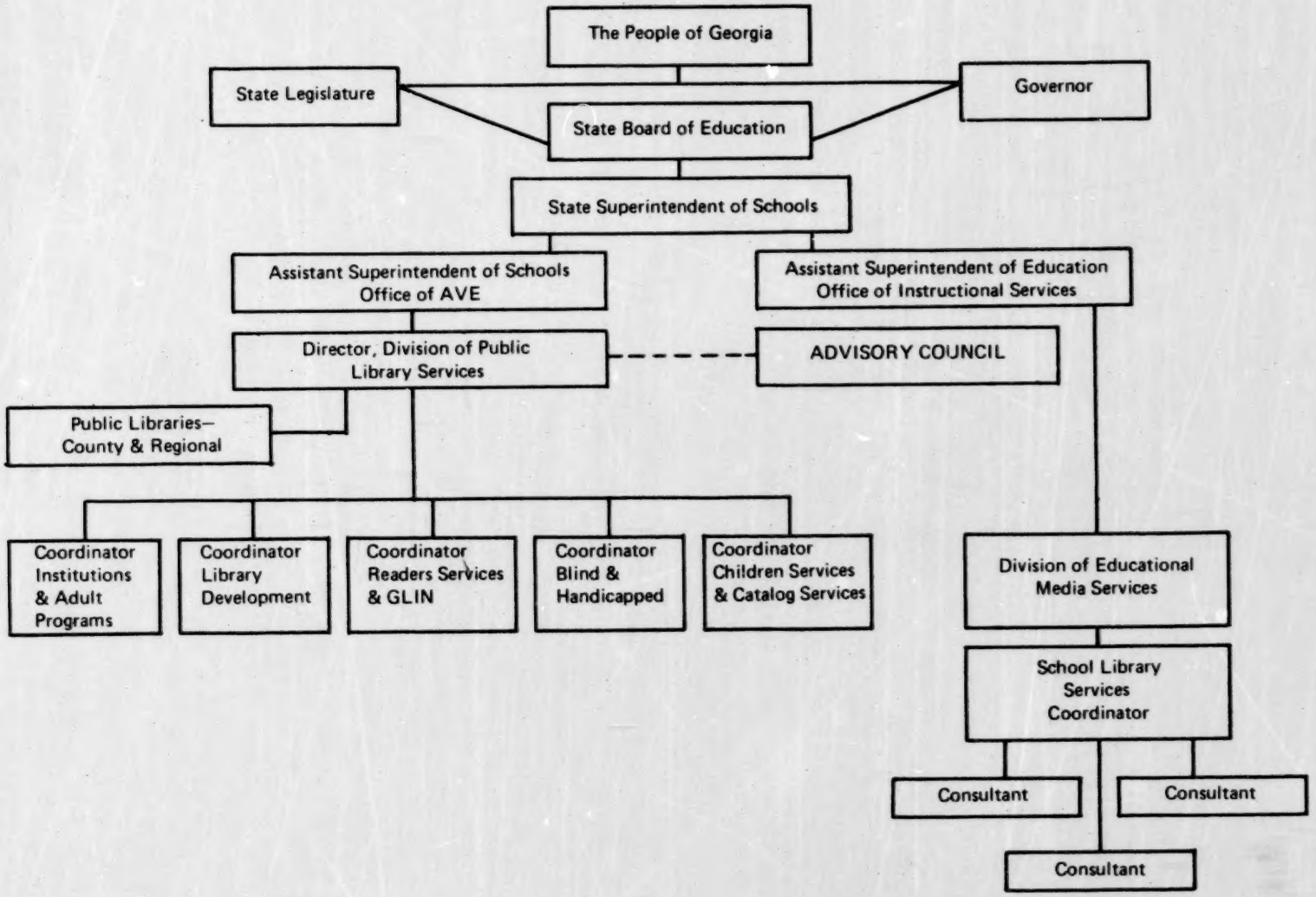
- A final audit prepared by a certified public accountant must be submitted by the local library upon completion of the project after the building has been approved and all bills have been paid.

Occupancy

The library constructed with state and/or federal grant funds will not be occupied or opened to the public until the building has been completed, all major equipment and furnishings are in place and any corrections or adjustments for which the contractor or suppliers are responsible have been made satisfactory to the Division of Public Library Services.

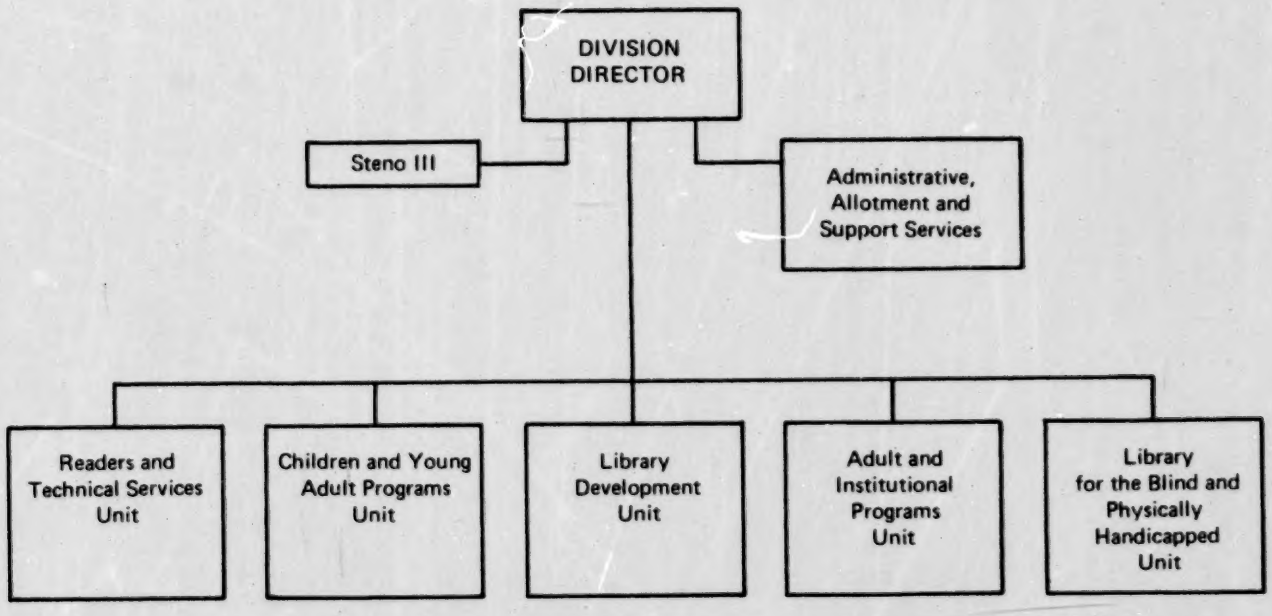
APPENDIX

ORGANIZATIONAL CHART
DECISION MAKERS FOR PUBLIC AND SCHOOL LIBRARIES

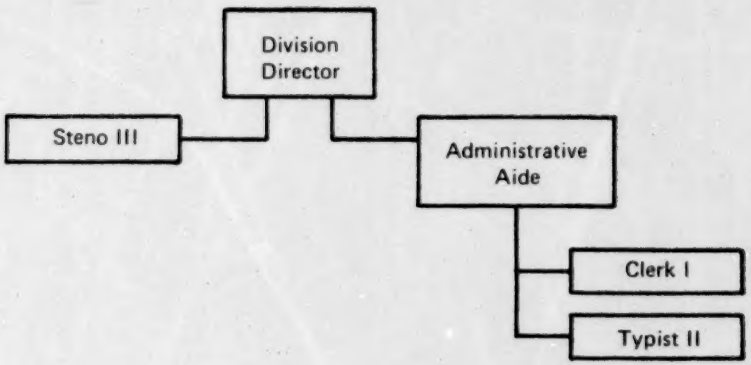


THE DECISION STRUCTURE

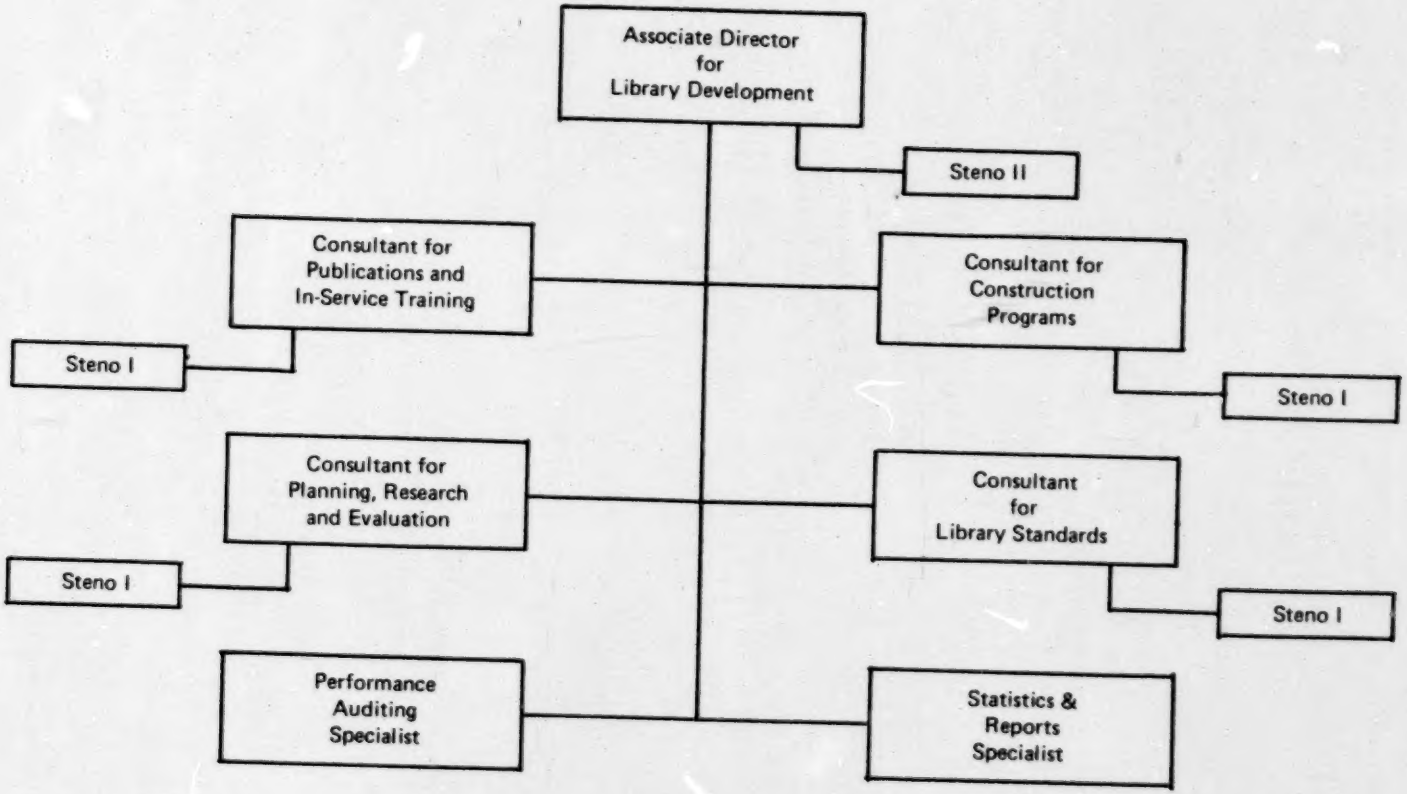
ORGANIZATIONAL CHART
DIVISION OF PUBLIC LIBRARY SERVICES


DIVISION DIRECTOR
Steno III
Administrative, Allotment and Support Services
Readers and Technical Services Unit
Children and Young Adult Programs Unit
Library Development Unit
Adult and Institutional Programs Unit
Library for the Blind and Physically Handicapped Unit

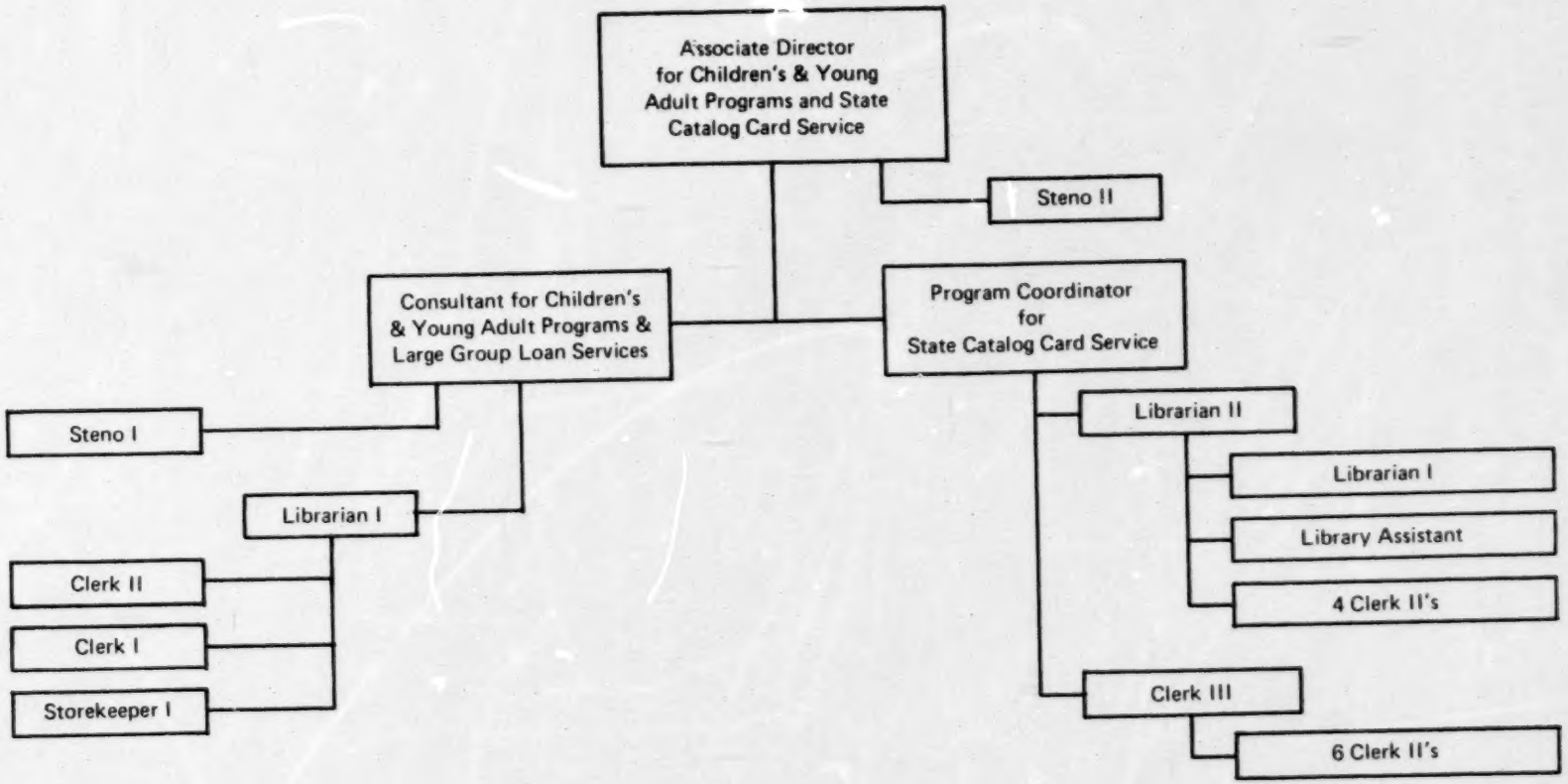
ORGANIZATIONAL CHART
DIVISION DIRECTOR'S OFFICE



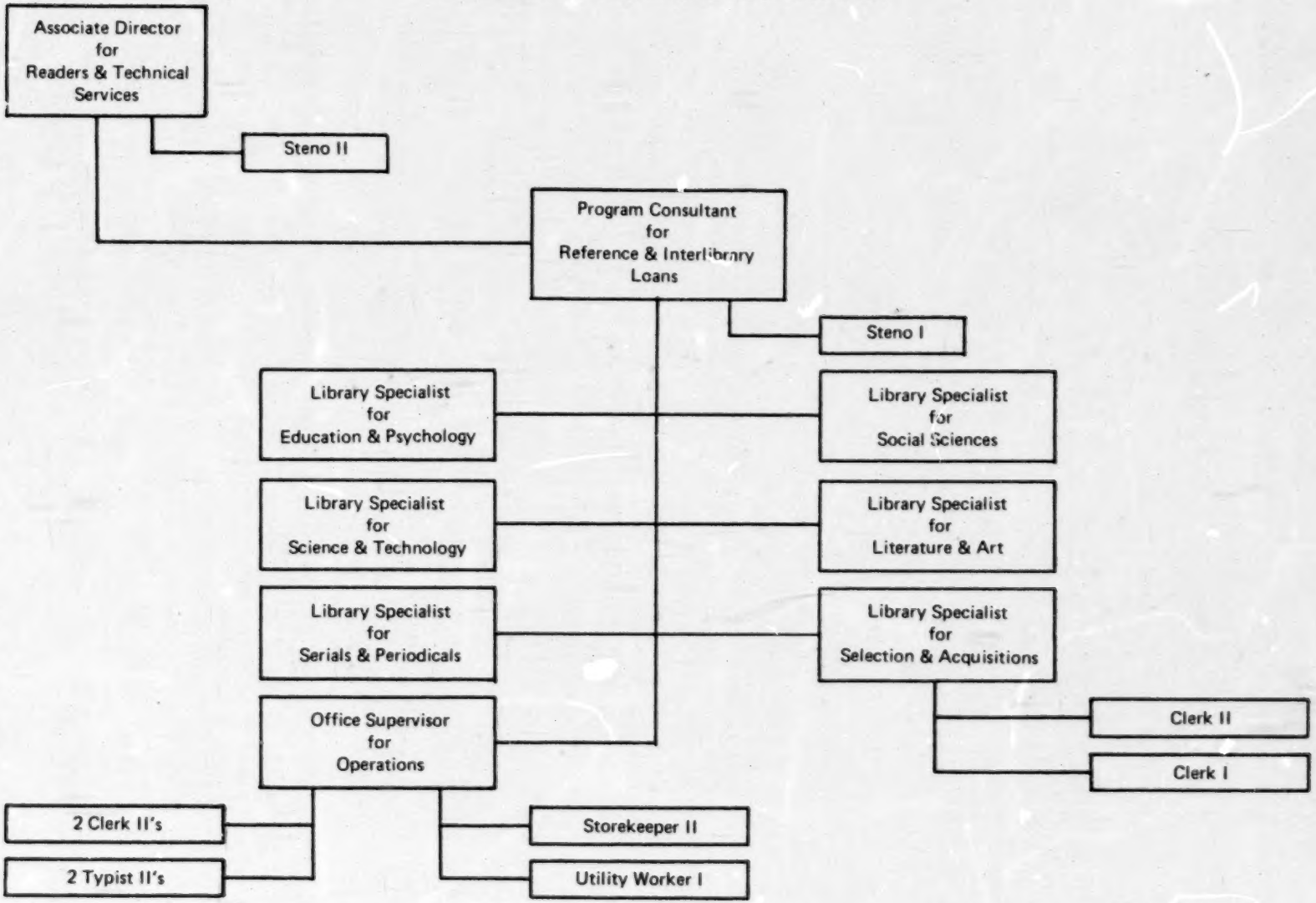
ORGANIZATIONAL CHART
LIBRARY DEVELOPMENT UNIT



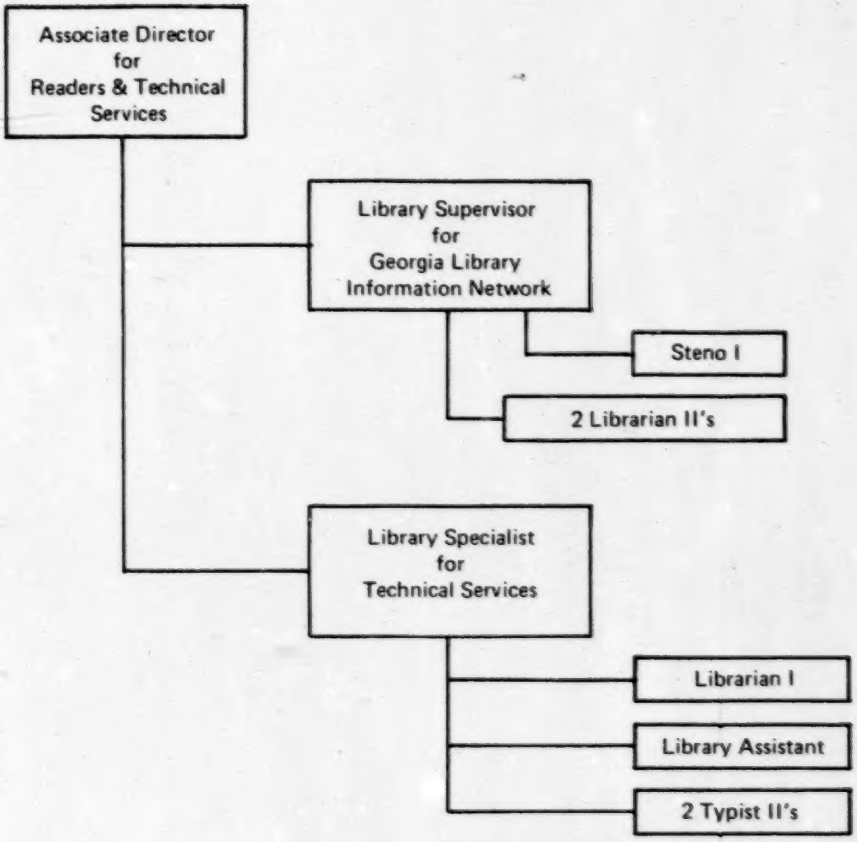
ORGANIZATIONAL CHART
CHILDREN'S AND YOUNG ADULT PROGRAMS UNIT



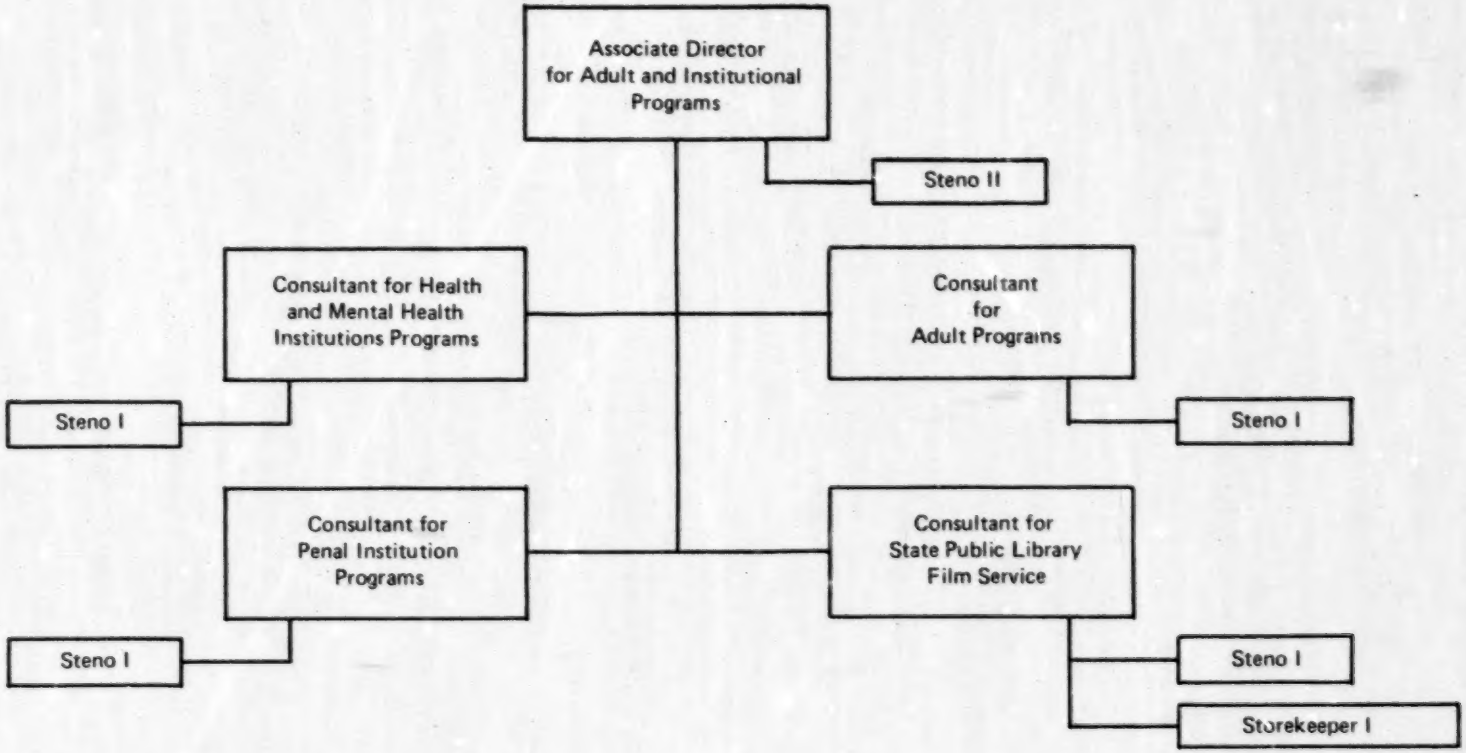
ORGANIZATIONAL CHART
READERS AND TECHNICAL SERVICES UNIT


Associate Director for Readers & Technical Services
Steno II
Program Consultant for Reference & Interlibrary Loans
Steno I
Library Specialist for Education & Psychology
Library Specialist for Social Sciences
Library Specialist for Science & Technology
Library Specialist for Literature & Art
Library Specialist for Serials & Periodicals
Library Specialist for Selection & Acquisitions
Clerk II
Clerk I
Office Supervisor for Operations
2 Clerk II's
2 Typist II's
Storekeeper II
Utility Worker I

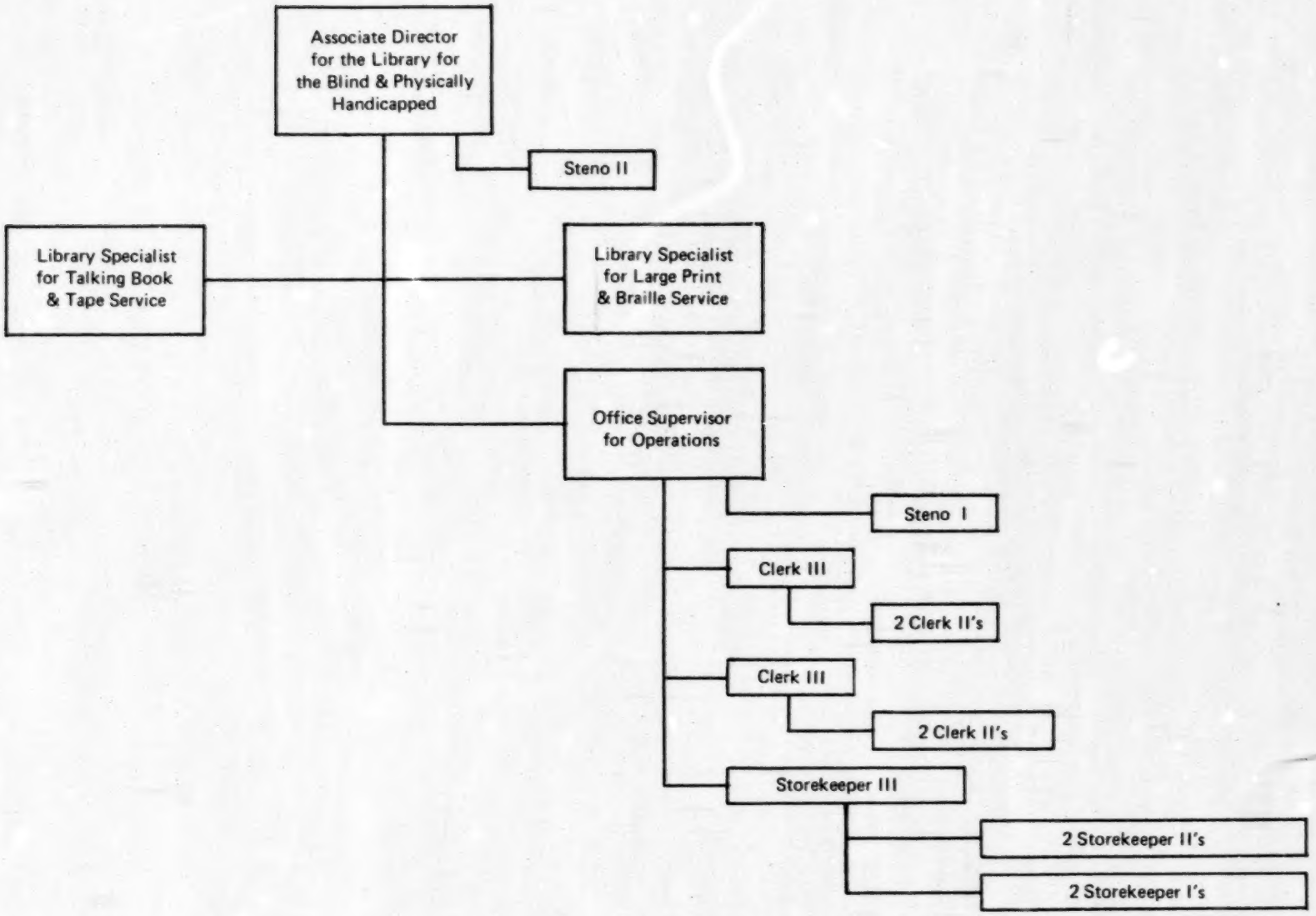
ORGANIZATIONAL CHART
READERS AND TECHNICAL SERVICES UNIT (continued)



ORGANIZATIONAL CHART
ADULT AND INSTITUTIONAL PROGRAMS UNIT



ORGANIZATIONAL CHART
LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED UNIT


Associate Director for the Library for the Blind & Physically Handicapped
Steno II
Library Specialist for Talking Book & Tape Service
Library Specialist for Large Print & Braille Service
Office Supervisor for Operations
Steno I
Clerk III
2 Clerk II's
Clerk III
2 Clerk II's
Storekeeper III
2 Storekeeper II's
2 Storekeeper I's

Georgia Public Schools
Number of Dropouts* as Compared to Total Enrollment**
Grades 8-12
1966-1971

	1966-67			1967-68			1968-69			1969-70			1970-71		
Grade	Total Enroll.	No. D.O.	% of D.O.	Total Enroll.	No. D.O.	% of D.O.	Total Enroll.	No. D.O.	% of D.O.	Total Enroll.	No. D.O.	% of D.O.	Total Enroll.	No. D.O.	% of D.O.
8	94,731	2,485	2.6	96,213	2,468	2.5	98,935	2,357	2.3	101,694	2,482	2.4	101,029	2,133	2.1
9	89,727	4,732	5.2	91,472	4,717	5.1	95,835	5,271	5.5	96,683	5,543	5.7	98,008	5,049	5.1
10	78,152	4,785	6.1	80,445	5,022	6.2	82,647	5,637	6.8	85,645	5,998	7.0	85,498	5,884	6.8
11	65,687	3,629	5.5	67,991	3,883	5.7	69,596	4,177	6.0	71,541	4,644	6.5	72,600	4,547	6.3
12	56,954	1,943	3.4	57,290	2,084	3.6	59,454	2,273	3.8	61,574	2,507	4.1	61,694	2,479	4.0
8-12	385,251	17,574	4.6	394,111	18,174	4.6	406,467	19,715	4.8	417,137	21,174	5.1	418,829	20,092	4.8

*As shown on school superintendents' annual attendance reports, which define *dropout* as any student who discontinues school attendance, except because of death, before completion of a program of studies and without transferring to another school.

Includes ***every* student ***every*** time he was enrolled during the school year. Each time a student changes schools, within a system or otherwise, he is counted as a new enrollee.

ACCREDITED BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

Name	Location	Founded
Agnes Scott College	Decatur	1889
Albany State College	Albany	1903
Armstrong State College	Savannah	1964
Atlanta School of Art	Atlanta	1944
*Atlanta University	Atlanta	1865
Augusta College	Augusta	1963
Berry College	Mt. Berry	1902
Brenau College	Gainesville	1878
Clark College	Atlanta	1869
Columbus College	Columbus	1966
*Emory University	Atlanta	1836
Fort Valley State College	Fort Valley	1895
*Georgia, University of	Athens	1785
Georgia College of Milledgeville	Milledgeville	1889
*Georgia Institute of Technology	Atlanta	1885
Georgia Southern College	Statesboro	1908
Georgia Southwestern College	Americus	1964
*Georgia State University	Atlanta	1914
LaGrange College	LaGrange	1831
Mercer University	Macon	1833
Morehouse College	Atlanta	1867
Morris Brown College	Atlanta	1885
North Georgia College	Dahlonega	1873
*Oglethorpe College	Atlanta	1835
Paine College	Augusta	1882
Piedmont College	Demorest	1897
Savannah State College	Savannah	1890
Shorter College	Rome	1873
Spelman College	Atlanta	1881
Tift College	Forsyth	1849
Valdosta State College	Valdosta	1906
Wesleyan College	Macon	1836
West Georgia College	Carrollton	1933

Public Libraries Which Serve as Resource Centers are:

Atlanta Public
Augusta Public
Columbus Public
Savannah Public

The Union Catalog also serves as a resource center.

*RESOURCE CENTERS FOR GLIN

GROWTH OF LIBRARY MEDIA CENTER STAFFS

	1959-60	1963-64	1967-68	1971-72
Second Librarian	---	---	80	172
Third Librarian	---	---	2	4
Clerical Aide	---	---	165	596
Second Aide	---	---	2	5

GROWTH OF LIBRARY MEDIA CENTERS

	1959-60	1963-64	1967-68	1971-72
Schools with Library Media Centers	83%	87%	98%	99.9%
Schools without Library Media Centers	17%	13%	2%	0.1%

TRAINING OF LIBRARY MEDIA SPECIALISTS

	1959-60	1963-64	1967-68	1971-72
6th Year	---	---	---	4%
5th Year	8%	12%	15%	30%
20 Plus	14%	14%	33%	39%
20 Quarter Hours	27%	30%	39%	22%
Less than 20	17%	18%	7%	3%
No L. M. Training	34%	26%	6%	2%

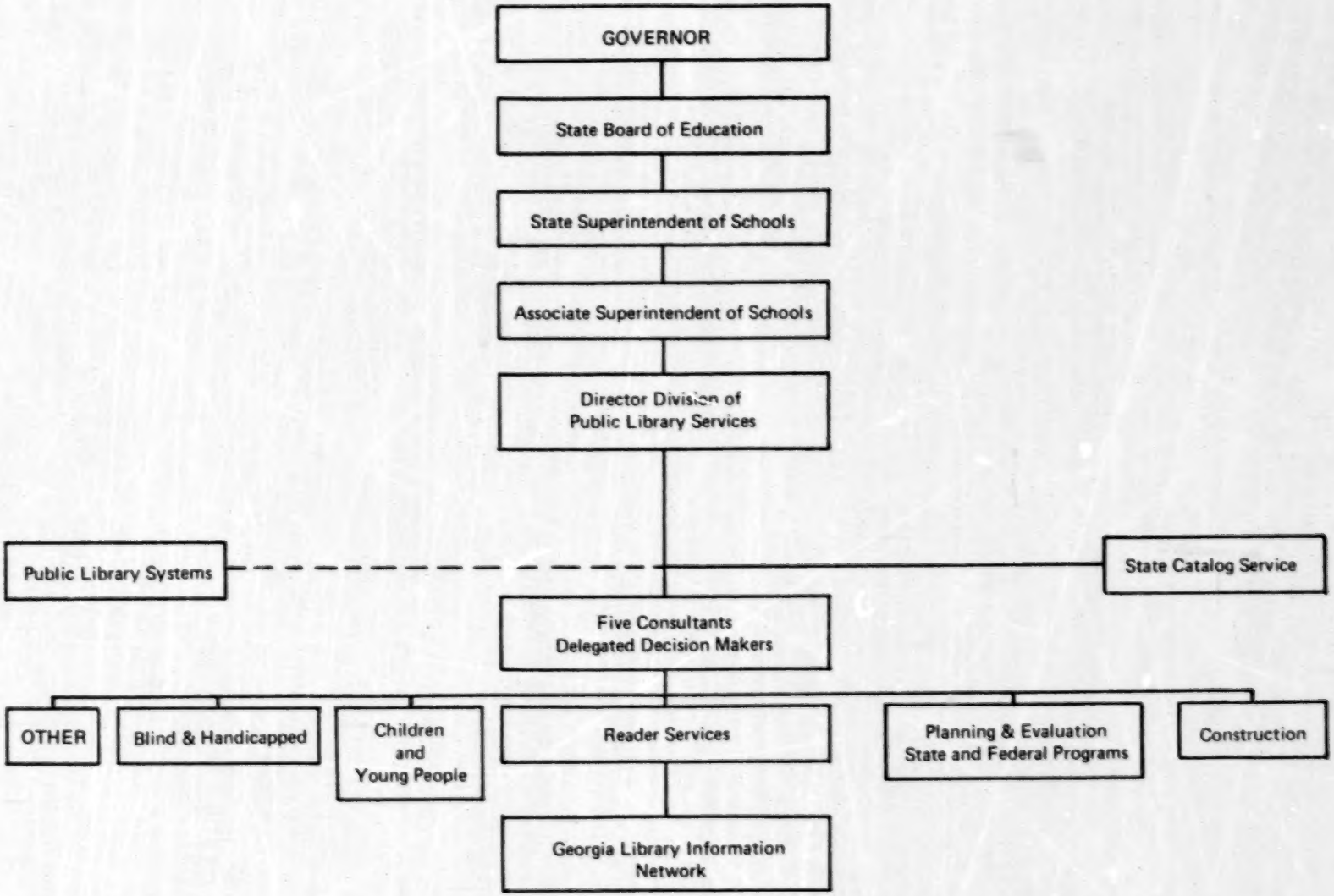
GROWTH OF LIBRARY SUPERVISORY PROGRAMS

	1959-60	1963-64	1967-68	1971-72
System level Full-time Programs	3	4	23	27
Shared Service Full-time	---	---	12	12
System level Part-time	17	18	10	19

DIVISION OF PUBLIC LIBRARY SERVICES
1971-1972*
PROGRAMS WHICH FULLY QUALIFIED FOR ALL STATE AND FEDERAL FUNDS

Programs	Salaries & Wages	Books	Audio-visual Materials	Equipment	Contractual Services	Other Expenses	Total for Project	Federal Funds	State Funds	Local Funds	Total for Project
Administration of Projects	108,828	-0-	-0-	4,100	-0-	24,646	137,574	73,731	63,843	-0-	137,574
Materials Fund	-0-	1,265,052	21,345	-0-	-0-	-0-	1,286,397	-0-	1,286,397	-0-	1,286,397
State Agency	189,084	71,614	-0-	23,356	-0-	90,006	374,060	57,849	316,211	-0-	374,060
Library Systems County & Regional	7,119,594	953,470	112,678	275,194	102,590	2,313,954	10,877,480	813,000	1,631,705	8,432,775	10,877,480
Youth Development Centers	13,074	18,361	6,026	3,210	230	4,664	45,565	16,000	29,565	-0-	45,565
Corrections Institutions	15,000	23,007	-0-	-0-	-0-	-0-	38,007	23,007	15,000	-0-	38,007
Blind and Physically Handicapped	59,608	5,163	-0-	8,505	5,047	7,064	85,387	17,978	67,409	-0-	85,387
Georgia Library Information Network	36,898	-0-	-0-	-0-	30,512	13,526	80,936	51,587	29,349	-0-	80,936
TOTAL	7,542,086	2,336,667	140,049	314,365	138,379	2,453,860	12,925,406	1,053,152	3,439,479	8,432,775	12,925,406

*Base year for five year funding programs under the Library Services and Construction Act



The Decision Structure

1. The legal authority to make decisions ————
2. Delegated responsibility to make decisions ----------

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1. Name of publication .....

2. How do you use this publication?

3. Based on your own experience, do you rate this publication

   ☐ very good ☐ good ☐ fair ☐ poor ☐ very poor

4. Did you find the material:

	Yes	No
Easy to read and understand?	☐	☐
Organized for convenient use?	☐	☐
Attractive?	☐	☐
Complete?	☐	☐

5. Other comments.

6. Your job title (teacher, curriculum director, principal, etc.) .....

7. Signature and address (optional).

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   .....

   .....

8. Date .....

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